

Meeting Minutes, 9/19/07

Committee for Citizen Involvement

CCI Members Present: Sue Carver, Basil Christopher, Bev Froude, Stacie Yost

CCI Members Absent: Rex Caffall, Brian Kelly, Cecilia Nguyen

CIT for Citizen Involvement Members Present: Tracey Blue, Mike Terrill

Staff Present: Marissa Daniels, Liz Newton, Duane Roberts

1. Welcome and Introductions

Chair Basil Christopher called the meeting to order at 7:05 PM.

2. Approval of Minutes

Basil asked that comments he made at last month's meeting regarding the option of a newsletter format for the design of the Neighborhood webpage be added to the August minutes. His comment was that a newsletter format that would include a simple list of neighbor-specific events and activities happening that month would reduce the time and skill level required to produce and maintain the website.

Basil also asked that information be provided at a future CCI meeting on the public notice process used in conjunction with the SW 95th and Shady Lane condo project now underway [Longstaff, SDR 2005-00011]. The purposed would be to review the process of informing the public or neighborhood during local construction.

Basil further explained that this undertaking would provide an opportunity for the CCI to audit what was done to provide opportunities for the public to view the private developer's proposed site and traffic control plans. The audit also would cover the neighborhood notices used to inform local residents of these plans. Street closure and construction schedules and a hotline number to call should be part of the City's required public notice plan. Duane offered to gather the needed information and report back to the CCI at next month's meeting.

2. By-laws & New Member Recruitment

Duane reviewed a one-page draft of the proposed recruitment flier for the five new at-large CCI positions authorized by Council. The group recommended several edits, including the addition of a reference to persons interested in learning more about public involvement or in developing their skills in this field. Duane recorded and promised to incorporate the suggestions in a revised flyer.

Duane also reviewed proposed CCI bylaws. The group decided on a one-year term of service for all members and, as detailed below, decided against including a

residency requirement. The committee also agreed to an attendance requirement limiting absences to six per year and/or three consecutive meetings. Duane promised to send out to the CCI revised bylaws incorporating the changes approved by the group.

By unanimous consent, proposed by-law Section 2.2 “. . . persons who are residents of Tigard and represent a cross section of interests in the community at large” will be replaced by the wording “. . . persons who represent a cross section of interests in and reflect the diversity of the community at large.”

4. Comprehensive Plan Public Involvement Policies

Marissa gave a brief overview of the Comprehensive Plan adoption process, noting that several topic sections are lined up for Planning Commission consideration during the next few months. October 15th or November 19th hearing dates are available for Planning Commission review of the Public Involvement section. More time is available at the November meeting, however. The November date also would allow time for CCI/Policy Interest Team review of the policy building blocks prior to the Planning Commission work session. For both reasons, Marissa recommends October 15th over November 19th.

Mike commented that the Public Involvement section needs the time and attention of the Planning Commission. This section should only be scheduled when the Commission has ample time to work through the proposed policies and action measures.

Basil commented that one shouldn't have to study anything or join a Policy Interest Team in order to comment on the proposed Comprehensive Plan citizen involvement or other policies. People should be able just to send in their comments without having to attend an interest team meeting or public hearing in order to weigh in with their ideas and comments. Marissa responded that public involvement opportunities include a “questions or comments” webpage link to staff. Basil asked about provisions for those who do not have access to the internet. Marissa replied that anyone who wishes to provide comments can contact Darren Wyss, the Comprehensive Plan project manager, by phone.

Basil continued that commenting on and asking questions about the Comprehensive Plan should be made as simple as possible. One should not have to read through ten pages of material just to get an answer to a question. People may not wish to read printed material or attend meetings. There should be another option should one just want to ask a question. Marissa reiterated that Darren is the hotline contact and that he has received a lot of questions so far.

Basil emphasized that all public information materials should include a statement that “if you have questions, please email us.” He cited the example of the “Ask ODOT” webpage feature, where anyone can ask anything of ODOT. He explained that he doesn’t want people to miss the opportunity to ask questions. By the time you get to open houses and hearings, everything is already decided.

Sue noted that she had used the “Ask ODOT” feature, and the City would do well to create a similar program in conjunction with Comprehensive Plan development.

Stacie commented that asking the person in charge is intimidating. “Ask ODOT” or “Ask the City” is a more user-friendly way of involving the public and providing feedback opportunities. Bev commented that an “Ask Tigard” web link is a good suggestion for use all the time, not just related to the Comprehensive Plan update.

Stacie noted that Council’s Fifth Tuesday meeting, where anyone can address Council on any topic, is another outreach opportunity.

Marissa reviewed the proposed policy building blocks and draft policy language with the CCI and Policy Interest Team. Before time ran out, the group reviewed and made changes to the proposed policies derived from the first three building blocks. The CCI and Policy Interest Team will review the remainder of the document at their October meeting.

5. Neighborhood Program Status Report

Liz briefed the group on recent events related to the establishment of the Neighborhood Program. She is preparing to send out a postcard to residents of Neighborhood Area 13, located around Mary Woodard Elementary School, informing them their neighborhood webpage is up and running. The web administrator has been getting positive feedback on the page’s recently completed first month of operation. The administrator added a lost pet section. Postings indicate that residents are concerned about speeding on Hillshire.

The above-mentioned postcard directs people to the Cityscape for more details on the Neighborhood Program. Liz handed out copies of and asked the group to critique the postcard’s design and content. The consensus was that the area map included in the postcard is too small as is the postcard itself. The group recommended the card’s reference to the neighborhood webpages being “provided courtesy of the Tigard City Council” be deleted.

Basil stated that the size of the map is okay if you can locate your street. This allows the reader to become oriented. Mention of the 2007 City goal of involving citizens is important in explaining how the Neighborhood Program came about. Council doesn’t need to be given credit for this, however.

In response to the group's suggestions, Liz agreed to reword the postcard's text and to increase its size.

Liz passed out a Neighborhood Program flow chart. Along with other information, it makes the point that the Neighborhood groups are not just another approval authority. The program's intent is to connect neighbors and to address local issues and problems at the local level. The groups will include CERT representatives, land use liaisons, facilitators, CCI representatives and other potential positions to assist in addressing local issues and concerns. There is no need for the groups to meet all the time. The neighborhood groups will be required to meet at least once per year in a big annual meeting to discuss local projects and problems. Ideally, neighborhood residents will weigh-in with their ideas for improving the neighborhood.

The neighborhood webpage is intended to provide a strong communication link within the neighborhood. The program protocol is that the neighborhood organization will not make recommendations or have approval authority. Instead, the idea is to empower people to address local needs.

The CCI will be responsible for monitoring the operation of the Neighborhood Program and for making sure it works. Neighborhood representatives will come to the CCI when there are any problems or when things are not working. The CCI's role will be to help the program function better by being proactive and making suggestions in advance of the Neighborhood groups coming to the CCI for assistance in solving problems.

Basil stated that he would like the CCI to take on the responsibility for helping get the Neighborhood Program started and helping deal with any organizational issues. Bev commented that given the CCI's purview, the committee has no option other than to be involved.

Bev commented that holding at least one meeting a year is a good idea. Liz noted that this one, formal meeting would be in addition to other neighborhood-sponsored events and activities, such as a neighborhood clean-up. Basil noted that the main purpose of the annual meeting would be to review and select from a menu or list of events and activities the group may wish to pursue during the year ahead.

Liz explained that the CCI will not be responsible for mediating disputes. Rather, it will focus on overall problems and deal with the program piece, as opposed to individual neighborhood problems or disputes.

Liz concluded by saying that she will be meeting with Council next month to discuss the Neighborhood Program model, including the role of the CCI. Basil re-confirmed the CCI is willing to take on an oversight role with regard to organizational issues.

Liz indicated that she would like to talk about ideas for a program steering committee at the October CCI meeting.

6. Other Business/Announcements/Next Agenda

Both Marissa and Liz requested time at the next meeting to continue discussion of their respective September meeting topics, Comprehensive Plan public involvement policies and the Neighborhood Program. Other agenda items suggested for the October meeting included CCI recruitment efforts and, as discussed earlier, 95th & Shady Lane as an example or case study of development projects in the community. The latter would include the traffic control plan, notice to the neighborhood regarding construction schedule, contractors' responsibilities to the neighborhood, etc.

Chair Basil adjourned the meeting at 8:45 PM.